Government of
Saskatchewan

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# Employment Fairness

## Annual Report
## 1990-1991

103-05477/

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# GOVERNMENT OF SASKATCHEWAN

# EMPLOYMENT FAIRNESS ANNUAL REPORT 1990/91

## HIGHLIGHTS

### Plan Development & Implementation

The Government of Saskatchewan and both public sector unions have been working together to implement employment fairness initiatives in the public service.

All government departments are responsible for developing, implementing and monitoring employment fairness activities, which are summarized in this report.

### Achievement of Short-term Goals

For 1990/91, the government set a short-term recruitment goal of 289 for all target groups. Departments reported recruiting 397 target group individuals, exceeding the short-term goal by 137.4%. Last year, departments reported recruiting 313 target group individuals.

- The goals were exceeded for women in management and non-traditional positions. The goals for persons of Native ancestry and persons with disabilities were nearly achieved.

- Of the 397 individuals recruited, 277 (almost 70%) were new to government.

Departments also reported 558 achievements (total number of transactions, including promotions within/between departments, transfers within/between departments, upward reclassifications, competitions and secondments in permanent and non-permanent positions) for all target groups. Last year, 437 achievements were reported.

### Special Initiatives

Departments undertook a wide variety of special measures during the year, including:

**Advertising Initiatives**

- adding a slogan in job bulletins to advertise the government's commitment to employment fairness and to encourage target group members to apply

- depicting target group members in a positive fashion in publications

- ensuring the absence of systemic barriers in job advertisements

- publishing employment fairness articles in internal newsletters, some of which reach the public

**Recruitment Initiatives:**

- recognizing transferable or equivalent skills and experience when recruiting for vacant positions
- identifying classifications and positions that could be filled by target group employees
- using training programs when hiring qualifiable target group members
- utilizing services of voluntary groups and other government departments when filling vacant positions
- participating in career fairs and displays

**Staff Development Opportunities:**

- encouraging managers to nominate target group employees to attend seminars and development programs
- encouraging and supporting target group employees who may be interested in secondments, job rotations, special projects and temporary performance of higher duties and other measures to enhance skills and experience levels
- considering the current and career needs of target group employees when granting educational leave and tuition and book reimbursement

**Education and Awareness Initiatives:**

- keeping managers and employees informed about the reasons for employment fairness programs, as well as new developments and initiatives, using:

  . resource persons as speakers at staff meetings
  . monthly film series
  . ordering employment fairness related materials for distribution
  . displaying role model posters

- fostering good attitudes and behaviour towards target group employees, using:

  . staff meetings and workshops on employment fairness
  . department newsletters
  . attitude awareness workshops
  . cross-cultural training programs
  . sponsorship of, and supporting attendance at, related conferences

**Accommodating Physical Disabilities:**

- continuing to monitor physical accessibility renovations in government owned and leased buildings
- providing technical devices and special services to employees with disabilities

# GOVERNMENT OF SASKATCHEWAN

## ANNUAL EMPLOYMENT FAIRNESS REPORT 1990/91

**BACKGROUND:**

In June 1987, the Saskatchewan Human Rights Commission (SHRC) approved an Interim Employment Fairness Plan (at that time it was called an Employment Equity Plan) which applies to out-of-scope, entry-level, and non-permanent positions and employees within the public service. A revised plan was submitted and approval was reaffirmed in July 1989.

This plan dealt only with those public service positions in which the hiring and promotion decisions were not directly impacted by provisions of the collective agreements.

Subsequently, joint consultations commenced with the Public Service/Government Employment Bargaining Unit of the Saskatchewan Government Employees Union (SGEU), and with the Canadian Union of Public Employees Union Local 600 (CUPE 600), to develop Employment Fairness Plans which would apply to in-scope positions and employees.

These consultations were successful, as employment fairness plans were developed and agreed to by all parties. In November 1988, the SHRC approved an Interim Employment Fairness Plan which applied to SGEU positions and employees. The final comprehensive SGEU/Government plan was approved in March 1990. A plan applying to CUPE 600 positions and employees was approved by the SHRC in July 1989.

Approval of these three plans means that the government may implement employment fairness initiatives which cover all public service employees and positions.

Many of the initiatives outlined in each of the plans are similar. In addition, with the exception of joint union/management consultation committees, the same government structures are used to develop, implement, coordinate and/or monitor each of the government employment fairness plans.

This annual report will, therefore, address all three approved employment fairness plans on actions taken during the year to implement the plans, on progress made, difficulties encountered and on changes under consideration.

The structure of the annual report follows the format of the Legal Provisions and Program Approval provided by the SHRC.

**Regulation 50 a) Applicant**

The applicant is the Government of Saskatchewan. The application is for approval of three employment fairness plans addressing:

1) out-of-scope, entry-level, and non-permanent positions and employees
2) SGEU positions and employees
3) CUPE 600 positions and employees

Out-of-scope and SGEU positions are located throughout the province, although there is a heavier concentration in urban areas.

CUPE 600 positions in the Departments of Social Services and Health are located in the following centres and institutions:

Mental Health Centre, Prince Albert
Mental Health Centre, Weyburn
Mental Health Centre, Yorkton
Valley View Centre, Moose Jaw
Saskatchewan Hospital and Battlefords Mental Health Centre, North Battleford

The plans do not cover members of Boards and Commissions, since they are not considered to be employees.

**Regulation 51 a) Name of the Applicant**

As of April 1, 1990, 30 government departments were participating in the employment fairness program. With the amalgamation of several departments in January, the following 25 departments and agencies are covered by these plans as of March 31, 1991:

Agricultural Credit Corporation of Saskatchewan
Agriculture and Food
Community Services (includes Urban Affairs, Provincial Secretary, Northern Affairs Secretariat and part of Culture, Multiculturalism and Recreation)
Economic Diversification and Trade
Education
Energy and Mines
Environment and Public Safety
Executive Council
Family Foundation (includes part of Culture, Multiculturalism and Recreation, and Consumer and Commercial Affairs)
Finance
Health
Highways and Transportation
Human Resources, Labour and Employment (includes part of Culture, Multiculturalism and Recreation)
Indian and Metis Affairs Secretariat
Justice (includes part of Consumer and Commercial Affairs, and Telephones)
Milk Control Board
Office of the Ombudsman
Parks and Renewable Resources
Public Service Commission
Rural Development
Saskatchewan Alcohol and Drug Abuse Commission (SADAC)
Saskatchewan Municipal Board
Seniors' Secretariat
Social Services
Women's Secretariat

The plan which applies to SGEU employees involves the departments and agencies listed in article 41.1.6 of the collective agreement.

**Regulation 51 b) Name of Person Responsible**

The Deputy Minister to the Premier chairs the Employment Fairness Steering Committee and continues to be responsible for implementing and monitoring the plans throughout government. The Committee has the following membership, as of March 31, 1991:

| | |
|---|---|
| Stan Sojonky | Deputy Minister to the Premier - Chairperson |
| Gerry Meier | Deputy Minister, Human Resources, Labour and Employment and Secretary, Women's Secretariat - Vice-Chairperson |
| Allan Hansen | Deputy Minister, Social Services |
| Lorne Koback | Secretary, Saskatchewan Indian and Metis Affairs Secretariat |
| John McPhail | Chairman, Public Service Commission |
| Dan Perrins | President, Family Foundation |
| Eleanor Rourke | Deputy Minister, Education |
| Jack Sutherland | Deputy Minister, Highways and Transportation |
| Ronald Kruzeniski | Assistant Deputy Minister, Human Resources, Labour and Employment |
| Lily Tingley | Provincial Employment Fairness Coordinator |

The Steering Committee has overall responsibility for the government's employment fairness program. The provincial Cabinet determines government policy and direction on employment fairness. At the interface between Cabinet and the public service, the Steering Committee interprets Cabinet policy and manages its implementation.

The Assistant Deputy Minister of Human Resources, Labour and Employment (HRLE) is responsible for co-ordinating the implementation of the plan.

The Chairman of the Public Service Commission (PSC) is responsible for supporting and promoting the plan through the PSC's training and staffing activities.

The permanent head of each department is responsible for the implementation of the employment fairness plan in that department.

## Regulation 51 c) Target Groups In Accordance with Sections 53 a) I) to III)

The three target groups addressed by the employment fairness plans are women, persons of Native ancestry and persons who have physical or mental disabilities.

The plans deal with the under-representation of women in managerial and non-traditional occupations throughout the public service.

Persons of Native ancestry include Status Indians, Non-Status Indians, Metis and Inuit. The comparable statistic of the working age population for aboriginal people was recently revised by the SHRC in June 1990 from 9.6% to 12.2%.

In the 1989/90 Annual Report to the SHRC, the government indicated its intention to include persons with mental disabilities as part of the disability target group in all three plans. The government program defines persons with disabilities as those who actually require an accommodation in the workplace or who have a visible disability. The corresponding community representation statistic as provided by the SHRC is 6.2% of the working age population.

In consultation with both unions, a strategy for the inclusion of persons with mental disabilities was developed and submitted to the SHRC in March 1991. The strategy outlines activities, timelines and parties responsible for implementation in the short term.

## Regulation 53 a) I) Representation of the Target Groups

### A. Workforce Survey

In February 1989, a voluntary Workforce Survey of all employees was conducted to compile information on numbers of persons of Native ancestry and persons with physical disabilities in the public service. New employees hired by the government since February 1989 are provided the Workforce Survey to complete on a voluntary basis. In addition, current employees are free to complete a revised form at any time if their circumstances change.

Data collected in the survey conducted in 1989 have been incorporated in the statistical summaries that follow.

In consultation with voluntary groups, both unions and employment fairness co-ordinators, the Workforce Survey has been revised to include mental disabilities in the definition of disability for employment purposes. The survey will be distributed to all departments for voluntary completion by new employees or by current employees whose circumstances have changed and they wish to self-identify. A copy of the revised survey form has been forwarded to the SHRC for review.

Consideration is being given to a system which allows identification by the employer, if the employer has provided an accommodation on behalf of an employee in the workplace.

**B. Statistical Data**

Tables 1 - 6 summarize the representation, as of March 31, 1991, of the three target groups in the public service. Tables 1 & 2 provide an overview of representation in government from 1988 to 1991. Tables 3 - 6 contain detailed statistics by target group and by type of position, for the years ending March 31, 1990 and March 31, 1991.

There is an apparent reduction from 1988 to 1989 in the numbers of persons of Native ancestry; however, these results may be somewhat misleading since the statistics for March 1989 were derived solely from the results of a self-identification survey. Previous figures were based on self-identification combined with other means of identification.

As well, the numbers of persons with physical disabilities may be somewhat overstated due again to the self-identification nature of the workforce survey and some misinterpretation by respondents of the definition of physical disability provided in the survey. The revised Workplace Survey more clearly defines the term "disability" as it relates to employment, in accordance with the definition contained in **The Saskatchewan Human Rights Code**.

Statistics of March 1989 will be used as the baseline comparison for numbers of employees of Native ancestry and employees who have disabilities.

Note:

O/S: Out-of-Scope
SGEU: Saskatchewan Government Employees' Union
CUPE: Canadian Union of Public Employees Union

**Table 1**

**Target Group Representation in Government**

**1988-1991**

| | March/91 | March/90 | March/89 | March/88 |
|---|---|---|---|---|
| Persons of Native Ancestry | 2.9% * | 3.0% * | 2.9% * | 4.5% |
| Persons with Disabilities | 2.3% * | 2.3% * | 2.3% * | 0.9% |
| Women in Management** | 26.1% | 25.0% | 24.0% | 23.1% |
| Women in Non-traditional Jobs | 19.3% | 18.5% | 18.1% | 11.0% |
| Women in Government | 54.2% | 54.1% | 53.2% | 48.6% |

* Based on self-identification only; 1988 figures based on self-identification and other means of identification

** Women in all levels of the Management & Professional Classification Plan.

## Table 2

### Representation in Management Positions

### 1988-1991

| | March/91 | March/90 | March/89 | March/88 |
|---|---|---|---|---|
| Persons of Native Ancestry | 1.6%* | 1.6%* | 1.4%* | 1.5% |
| Persons with Disabilities | 3.4%* | 3.3%* | 3.3%* | 1.2% |
| Women - Levels 7-12 | 18.1% | 17.4% | 16.6% | 13.5% |
| - Levels 1-6 | 30.4% | 29.2% | 28.1% | 28.3% |
| - Total | 26.1% | 25.0% | 24.0% | 23.1% |

* Based on self-identification only; 1988 figures based on self-identification and other means of identification

## Table 3

## Persons of Native Ancestry

## Representation in Government

## By Type of Position

## March 31, 1990

| | FILLED POSITIONS | | | | PERSONS OF NATIVE ANCESTRY | | | |
|---|---|---|---|---|---|---|---|---|
| TYPE OF POSITION | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2126 | 4951 | 784 | 7861 | 29 | 158 | 15 | 202 |
| Temporary | 47 | 586 | 72 | 705 | 3 | 18 | 2 | 23 |
| Part-time | 27 | 1199 | 82 | 1308 | 0 | 32 | 0 | 32 |
| Casual | 25 | 1199 | 504 | 1728 | 0 | 26 | 8 | 34 |
| Labour Service | 0 | 979 | 0 | 979 | 0 | 84 | 0 | 84 |
| TOTAL | 2225 | 8914 | 1442 | 12581 | 32 | 318 | 25 | 375 |
| | | | | | | | | (3.0%) |

## March 31, 1991

| | FILLED POSITIONS | | | | PERSONS OF NATIVE ANCESTRY | | | |
|---|---|---|---|---|---|---|---|---|
| TYPE OF POSITION | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2134 | 4941 | 784 | 7859 | 29 | 160 | 14 | 203 |
| Temporary | 45 | 462 | 61 | 568 | 1 | 20 | 0 | 21 |
| Part-time | 27 | 1227 | 87 | 1341 | 0 | 38 | 1 | 39 |
| Casual | 17 | 1251 | 450 | 1718 | 0 | 50 | 3 | 53 |
| Labour Service | 0 | 1014 | 0 | 1014 | 0 | 41 | 0 | 41 |
| TOTAL | 2223 | 8895 | 1382 | 12500 | 30 | 309 | 18 | 357 |
| | | | | | | | | (2.9%) |

## Table 4

## Persons With Disabilities

## Representation in Government

## By Type of Position

## March 31, 1990

| TYPE OF POSITION | FILLED POSITIONS | | | | PERSONS WITH PHYSICAL DISABILITIES | | | |
|---|---|---|---|---|---|---|---|---|
| | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2126 | 4951 | 784 | 7861 | 73 | 147 | 15 | 235 |
| Temporary | 47 | 586 | 72 | 705 | 0 | 14 | 0 | 14 |
| Part-time | 27 | 1199 | 82 | 1308 | 0 | 20 | 1 | 21 |
| Casual | 25 | 1199 | 504 | 1728 | 0 | 10 | 2 | 12 |
| Labour Service | 0 | 979 | 0 | 979 | 0 | 10 | 0 | 10 |
| TOTAL | 2225 | 8914 | 1442 | 12581 | 73 | 201 | 18 | 292 |
| | | | | | | | | (2.3%) |

## March 31, 1991

| TYPE OF POSITION | FILLED POSITIONS | | | | PERSONS WITH DISABILITIES | | | |
|---|---|---|---|---|---|---|---|---|
| | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2134 | 4941 | 784 | 7859 | 76 | 153 | 16 | 245 |
| Temporary | 45 | 462 | 61 | 568 | 0 | 4 | 0 | 4 |
| Part-time | 27 | 1227 | 87 | 1341 | 0 | 25 | 1 | 26 |
| Casual | 17 | 1251 | 450 | 1718 | 0 | 9 | 0 | 9 |
| Labour Service | 0 | 1014 | 0 | 1014 | 0 | 7 | 0 | 7 |
| TOTAL | 2223 | 8895 | 1382 | 12500 | 76 | 198 | 17 | 291 |
| | | | | | | | | (2.3%) |

# Table 5

## Women

## Representation in Government

## By Type of Position

## March 31, 1990

| TYPE OF POSITION | FILLED POSITIONS | | | | WOMEN | | | |
|---|---|---|---|---|---|---|---|---|
| | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2126 | 4951 | 784 | 7861 | 671 | 2664 | 579 | 3914 |
| Temporary | 47 | 586 | 72 | 705 | 27 | 456 | 50 | 533 |
| Part-time | 27 | 1199 | 82 | 1308 | 23 | 914 | 73 | 1010 |
| Casual | 25 | 1199 | 504 | 1728 | 20 | 840 | 337 | 1197 |
| Labour Service | 0 | 979 | 0 | 979 | 0 | 147 | 0 | 147 |
| TOTAL | 2225 | 8914 | 1442 | 12581 | 741 | 5021 | 1039 | 6801 |
| | | | | | | | | (54.1%) |

## March 31, 1991

| TYPE OF POSITION | FILLED POSITIONS | | | | WOMEN | | | |
|---|---|---|---|---|---|---|---|---|
| | O/S | SGEU | CUPE | TOTAL | O/S | SGEU | CUPE | TOTAL |
| Permanent | 2134 | 4941 | 784 | 7859 | 693 | 2682 | 576 | 3951 |
| Temporary | 45 | 462 | 61 | 568 | 29 | 368 | 40 | 437 |
| Part-time | 27 | 1227 | 87 | 1341 | 23 | 935 | 77 | 1035 |
| Casual | 17 | 1251 | 450 | 1718 | 15 | 860 | 313 | 1188 |
| Labour Service | 0 | 1014 | 0 | 1014 | 0 | 165 | 0 | 165 |
| TOTAL | 2223 | 8895 | 1382 | 12500 | 760 | 5010 | 1006 | 6776 |
| | | | | | | | | (54.2%) |

**Table 6**

**Target Group**

**Representation in Management Levels**

**March 31, 1990**

| Management Levels | Filled Positions | Women | Persons of Native Ancestry | Persons with Physical Disabilities |
|---|---|---|---|---|
| 7-12 | 628 | 109 (17.4%) | 7 (1.1%) | 26 (4.1%) |
| 1-6 | 1161 | 339 (29.2%) | 21 (1.8%) | 33 (2.8%) |
| TOTALS | 1789 | 448 (25.0%) | 28 (1.6%) | 59 (3.3%) |

**March 31, 1991**

| Management Levels | Filled Positions | Women | Persons of Native Ancestry | Persons with Disabilities |
|---|---|---|---|---|
| 7-12 | 625 | 113 (18.1%) | 8 (1.3%) | 25 (4.0%) |
| 1-6 | 1167 | 355 (30.4%) | 20 (1.7%) | 35 (3.0%) |
| TOTALS | 1792 | 468 (26.1%) | 28 (1.6%) | 60 (3.4%) |

As stipulated in the 1990 terms and conditions of approval, summary data for CUPE 600 positions have also been compiled in Table 7 by target group and by department (Health and Social Services).

**Table 7**

**Target Group Representation in CUPE 600 Positions**

**March 31, 1990**

| | Health | Social Services | Total |
|---|---|---|---|
| Filled Positions | 681 | 761 | 1447 |
| Women | 482 (70.8%) | 557 (73.2%) | 1039 (71.8%) |
| Persons of Native Ancestry | 11 (1.6%) | 14 (1.8%) | 25 (1.7%) |
| Persons with Physical Disabilities | 4 (0.6%) | 14 (1.8%) | 18 (1.2%) |

**March 31, 1991**

| | Health | Social Services | Total |
|---|---|---|---|
| Filled Positions | 670 | 712 | 1382 |
| Women | 492 (73.4%) | 514 (72.2%) | 1006 (72.8%) |
| Persons of Native Ancestry | 11 (1.6%) | 7 (1.0%) | 18 (1.3%) |
| Persons with Disabilities | 5 (0.7%) | 12 (1.7%) | 17 (1.2%) |

( ) = percentage of filled positions

The approved out-of-scope plan provides salary range data for the government's Management and Professional classification plan. Table 8 updates the monthly rates for sample positions in the out-of-scope classification plan, as of July 1, 1990.

**Table 8**

**Sample Positions by Level**
**Management and Professional Classification Plan**

| | Monthly Pay Rates July 1, 1990 |
|---|---|
| LEVEL 1 | |
| Supervisor, Institutional Services<br>Supervisor, Word Processing Unit<br>Assistant Budget Officer | $2,472 - 3,215 |
| LEVEL 2 | |
| District Administrative Officer<br>Assistant Secretary and Accountant<br>Trust Officer<br>Computer Services Analyst<br>Programs Manager<br>Divisional Administrative Officer<br>Supervisor, Network Services Centre | $2,670 - 3,470 |
| LEVEL 3 | |
| Loans and Grants Supervisor<br>Area Maintenance Supervisor<br>Food Services Manager<br>Manager, Property Control<br>Dental Region Administrator<br>Shift Supervisor, Nursing<br>Ombudsman Investigator<br>Resident Supervisor<br>Securities Officer | $2,883 - 3,748 |
| LEVEL 4 | |
| Project Engineer<br>Chief Steam Heat and Power Plant Engineer<br>Team Leader, Normal Living Unit<br>Sheriff<br>Personal Property Registrar<br>District Maintenance Supervisor<br>Registrar, Land Titles<br>Manager, Processing Unit | $3,114 - 4,049 |

| | Monthly Pay Rates July 1, 1990 |
|---|---|
| LEVEL 4 (cont'd) | |
| Personnel Administrator | |
| Junior Financial Management Analyst | |
| Community Planner | |
| Development Officer | |
| Petroleum Engineer | |
| LEVEL 5 | |
| Park Superintendent | $3,362 - 4,372 |
| Director, Community Training Residence | |
| Director of Nursing, Mental Health Region | |
| Director, Vital Statistics | |
| District Co-ordinator, Rehabilitative Services | |
| Manager, Payroll Control | |
| Manager of Accounting | |
| Community Planner | |
| Departmental Budget Officer | |
| Systems Analyst | |
| Curator | |
| Chiropodist | |
| Management Analyst | |
| LEVEL 6 | |
| Deputy Director, Correctional Centre Security | $3,631 - 4,721 |
| District Design Engineer | |
| Social Services District Director | |
| Regional Director, Alcoholism | |
| Manager, Occupational Health and Safety | |
| Director of Communications | |
| Assistant Director of Human Resources | |
| District Maintenance Engineer | |
| Social Services Assistant District Director | |
| Director, Administrative Services | |
| Manager, Computer Services | |
| Development Manager | |
| Senior Policy Analyst | |
| Assistant Director, Development | |
| Intermediate Financial Management Analyst | |
| Project Geologist | |
| Program Supervisor, Mental Health Region | |

| | Monthly Pay Rates July 1, 1990 |
|---|---|
| **LEVEL 7** | |
| Director of Social Work | $3,885 - 5,050 |
| Manager, Provincial Wildlife Regions | |
| Director of Nursing, Northern Health Services | |
| Director, Hospital Standards | |
| Chief Psychologist | |
| Manager, Agricultural Engineering | |
| Assistant Principal, Administration | |
| Director, Management Services Branch | |
| Director, Public Health Nursing | |
| Social Services Program Consultant | |
| Director, Rehabilitation Services | |
| Senior Hospital Administration Analyst | |
| Resource Management Consultant, Potash/Coal | |
| Chief Chemist | |
| Engineer of Mines | |
| Senior Planner | |
| Development Consultant | |
| Project Centre Manager | |
| **LEVEL 8** | |
| Director, Mental Health Region | $4,157 - 5,404 |
| Social Services District Director | |
| Director, Promotions | |
| Manager, Audit and Investigation Branch Offices | |
| Director, Administrative Services | |
| Regional Manager, Extension Services | |
| Director, Home Care | |
| Regional Director, Northern Field Services | |
| Director, Information Management | |
| Director, Facilities Development | |
| Director, Surfacing Branch | |
| Head, Industrial Minerals | |
| Associate Director, Program Development | |
| Director, Tax Policy | |
| Senior Financial Management Analyst | |
| Senior Toxicologist | |
| **LEVEL 9** | |
| District Engineer | $4,450 - 5,784 |
| Assistant Principal, Programs | |
| Director, Correctional Centre | |
| Manager, Occupational Hygiene | |
| Director, Administrative Services | |
| Director, Transportation Policy | |
| Petroleum Consultant | |
| Senior Science and Technology Co-ordinator | |

| | Monthly Pay Rates July 1, 1990 |
|---|---|
| **LEVEL 10** | |
| Executive Director, Public Employees Benefits Agency | $4,760 - 6,188 |
| Director, Court Services | |
| Director, Forestry | |
| Director, Field Services | |
| Director, Institutional Operations | |
| Director, Policy, Planning and Research | |
| Director of Negotiations | |
| **LEVEL 11** | |
| Executive Director, Support Services Division | $5,092 - 6,621 |
| Executive Director, Agricultural Extension Services | |
| Executive Director, Policy Research & Mgmt. Services | |
| Executive Director, Psychiatric Services | |
| Executive Director, Continuing Care | |
| **LEVEL 12A** | |
| Executive Director, Operations Division | $5,451 - 7,086 |
| Executive Director, Petroleum & Natural Gas | |
| **LEVEL 12B** | |
| Associate Deputy Minister, Finance | $5,641 - 7,333 |
| Associate Deputy Minister, Health | |

**Regulation 53 a) ii) Community Analysis**

The SHRC estimates of target group people in the working age population (15 - 64 years) are:

| | |
|---|---|
| Women in the Workforce | 43 % |
| Persons of Native Ancestry | 12.2 % |
| Persons with Disabilities | 6.2 % |

Each of the government's three employment fairness plan states that:

"Specific regional representation figures based on the 1986 Census will be obtained from Statistics Canada when they are available."

In addition, the CUPE/government employment fairness plan states that:

".... data will also be obtained on the availability in Saskatchewan of target group members in the specific professional and skills groups which are employed in high numbers in CUPE 600 centres and institutions."

As discussed earlier with the SHRC, regional representation data are not readily available from Census Canada, except for the larger Saskatchewan urban centres. The 1990 data on the occupational representation in government were provided to the SHRC in August, 1990. The 1991 data on occupational representation will be provided in a separate report relating to the government's long-term goals.

## Regulation 53 a) III) Under-representation

### A. Non-traditional Occupations for Women

Persons of Native ancestry and persons with disabilities are generally under-represented in the public service. It is necessary to increase their participation within all areas and levels.

While the representation of women in the public service generally is good, they tend to be over-represented in certain occupational groups and under-represented within the non-traditional occupational areas.

Non-traditional occupations for women include all those in the management and professional levels 1 to 12B, as well as those classifications which have fewer than 30% of the positions occupied by women (along with appropriate related classifications). This definition was developed in consultation with both the SGEU and CUPE 600, since the majority of these classifications are in-scope.

Table 9 lists the occupations considered to be non-traditional for females. It includes those classifications in which women make up less than 30%, along with appropriate related classifications.

**Table 9**

**Non-traditional SGEU Occupations for Women**

Agrologist 1-3
Airport Operator 1
Apprenticeship and Labour Standards Inspector 1
Assistant Farm Manager
Audiological Electronics Technician
Audio-Visual Technician 2
Auditor 1-4
Commercial Artist 2
Community Planner 1
Community Planning Technician 1-3
Computer Operator 1-2
Conservation Officer-Pilot
Cooperative Management Advisor 1-2
Coordinator, Colleges
Coordinator
Correction Services Officer 1-2
Corrections Worker 1-3
Culture & Recreation Conslt. 1-2
Curriculum & Examination Development Officer
Data Processing Operator 1
District Engineering Officer
Draftsperson 2-4
Educational Consultant
Investigator 1-3
Journeyman 1-2
Laboratory Scientist 1-2
Laboratory Technologist 1-3
Labourer
Lands Plans Examiner 1-3
Lands Appraiser
Lands Negotiator 1-2
Livestock Technician 2-3
Livestock Inspector 1-3
Maintenance Worker Sask Boys School
Medical Equipment Technician 1
Mines Inspector & Mines Rescue Inspector
Municipal Administration Advisor 1
Museum Technician 2-3
Occupational Health Officer
Occupational Hygienist 2-3
Operational Service Worker 1-2
Park Planner 1-2
Pasture Manager 1-2
Petroleum and Natural Gas Technician 1-3
Petroleum Development Officer 1-2
Pharmacist 2-3

Table 9 cont'd

Engineering Assistant 1-2
Engineering Technician 1-2
Equipment Officer
Equipment Operator 1-3
Farm Worker 1-3
Ferry Operator 1-2
Fire Prevention Officer 1-2
Fire Control Coordinator
Fish & Wildlife Ecologist 1-2
Food Services Supervisor 1
Forest Photo Interpreter 1-3
Forester 2-3
General Service Worker 1-4
General Maintenance Mechanic 1
Geological Laboratory Worker 1
Geologist 1
Heating & Power Plant Engineers 2-3
Highway Traffic Officer 1-2
Industry & Commerce Consultant 1-3
Superintendent of Education
Supervising Radio Technician
Supervisor of Lands
Supervisor of Facilities Planning
Supervisor Operations (General)
Tax Auditor 3-4
Technical Safety Inspector 1-3
Pickup and Delivery Person
Postal Clerk 1-2
Printing Service Technician 1
Property Control Officer
Public Health Inspector 1-2
Radio Operator
Radio Technician
Regional Coordinator 1
Resource Officer 1-4
Resource Maintenance Supervisor 1-2
Revenue Administrator 1
Revenue Officer 1-6
Senior Storekeeper
Senior Public Health Inspector
Shop Supervisor 1
Standards Consultant C.S.C.S.
Store Clerk 1-2
Storekeeper
Tourist Industry Consultant 1-3
Trades Helper 1
Trades Instructor
Tradesperson 1
Transport Operator 1
Water Development Project Supervisor 2

**Non-traditional CUPE 600 Occupations for Women**

Laundry Workers 2-4
Journeyman 2
Storekeeper
Senior Storekeeper
Medical Equipment Technician
Psychologist 1-3
Baker
Head Upholsterer
Firefighter
Driver

As stipulated in the 1990 terms and conditions of approval, additional statistics have been compiled regarding non-traditional positions. Tables 10 and 11 provide summaries of women in non-traditional CUPE and SGEU positions for 1990 and 1991.

**Table 10**

**Non-traditional CUPE 600 Positions**

**March 31, 1990**

| | Health | Social Services | Total |
|---|---|---|---|
| Non-traditional Positions | 23 | 12 | 35 |
| Women in Non-traditional Positions | 4 (17.4%) | 0 (0%) | 4 (11.4%) |
| All CUPE Positions | 681 | 761 | 1442 |

**March 31, 1991**

| | Health | Social Services | Total |
|---|---|---|---|
| Non-traditional Positions | 26 | 9 | 35 |
| Women in Non-traditional Positions | 5 (19.2%) | 0 (0%) | 5 (14.3%) |
| All CUPE Positions | 670 | 761 | 1382 |

**Table 11**

**Non-traditional SGEU Positions**

**March 31, 1990**

| | |
|---|---|
| Non-traditional Positions | 2656 |
| Women in Non-traditional Positions | 486 (18.5%) |

**March 31, 1991**

| | |
|---|---|
| Non-traditional Positions | 2565 |
| Women in Non-traditional Positions | 497 (19.4%) |

### B. Women in the Public Service

There has been a slight increase in the number of women employed in the public service, from 54.1% in March 1990 to 54.2% in March 1991. There have been increases in women employed in non-traditional positions from last year, from 18.1% to 19.3%, and women in management, from 25.0% to 26.1%. The number of women in management positions continues to increase, to the point where almost one in four management employees are women. Seven years ago, approximately one in ten management employees were women. The government has seen an increase in the number of women in all levels of management, including middle and senior levels.

## Regulation 51 d) Goals In Accordance with Section 56 a)

### A. Long-term Goals

The long-term goal is a Public Service in which women, persons of Native ancestry and persons with disabilities are employed in the same proportions in which they are available in the working age population and are either qualified or could become qualified through reasonable efforts on the part of the employer.

A project has been undertaken to develop the government's long-term goals, projected by occupational representation and by target group. The long term goals will be forwarded to the SHRC for review by June 30, 1991.

## B. Short-term Goals

Quantitative short-term goals for recruitment were established by departments for 1990/91. The following table summarizes the achievement of these goals:

**Table 12**

**Short-term Goals, Achievements and Recruitments**

**1990/91**

| | Goal | Achievements* | Recruitments** |
|---|---|---|---|
| Women in Management | 75 | 188 (250.7%) | 99 (132.0%) |
| Women in Non-traditional | 67 | 223 (332.8%) | 163 (243.3%) |
| Persons of Native Ancestry | 110 | 111 (100.9%) | 103 (93.6%) |
| Persons with Disabilities | 37 | 36 (97.3%) | 32 (86.5%) |
| Total | 289 | 558 (193.1%) | 397 (137.4%) |

* Includes promotions within/between departments, transfers within/between departments, upward reclassifications, secondments, competitions in all permanent and non-permanent appointments. Includes all transactions: extension, conversion, change in class level and those involved in more than one transaction. The number of achievements in each of these categories may be found in detail in Table 14 of this report.

** Individual target group members recruited.

As in previous years, this year's report indicates achievements. This year the number of individual target group members recruited has also been included.

The total number of target group members recruited in 1990/91 was 397 compared to 313 last year.

It is noteworthy that our goals were exceeded for women in management and other non-traditional occupations. In the case of persons of Native ancestry and persons with disabilities, our goals were nearly achieved.

While the above statistics indicate that our total reported achievements (548) have exceeded our expectations for 1990/91, we recognize the need to continue to concentrate on increasing the number of target group members in the public service. Last year 437 achievements were reported.

The SHRC requested additional information regarding the number of "new hires" from outside government. Table 13 provides this breakdown:

**Table 13**

**New Hires**

**1990/91**

| | New to government* | Achievements** | % (New to government/ achievements X 100%) |
|---|---|---|---|
| Women in Management | 26 | 188 | 13.8% |
| Women in Non-traditional | 155 | 223 | 69.5% |
| Person of Native Ancestry | 76 | 111 | 68.5% |
| Persons with Disabilities | 20 | 36 | 55.6% |
| Total | 277 | 558 | 49.6% |

* Includes all permanent and non-permanent positions (temporary, casual and part-time).
* Includes promotions within/between departments, transfers within/between departments, upward reclassifications, competitions in all permanent and non-permanent appointments.

This is clearly indicative of the Government's commitment to employment fairness, and the considerable efforts of managers in implementing these plans.

Regulation 51 d) Short term Goals for 1991/92

Departments will be requested to develop quantitative and qualitative goals for 1991/92 by mid-June, 1991.

These short term goals will include specific activities and initiatives related to employment fairness, as well as numerical targets for recruitment of each of the three designated groups. The goals will include reasonable time frames for completion of each initiative, will identify who is responsible for its achievement, and will be responsive to changing conditions in the workplace.

The mid-June deadline will allow departments to take into consideration:

* the activities, achievements and difficulties of the previous year;
* the inclusion of persons with mental disabilities in the disability target group; and
* the estimated/approved 1991/92 budget and related program changes.

**Regulation 51 e) Special Measures**

The following initiatives were undertaken during the year in implementing the approved employment fairness plans.

**A. Advertising**

1. Advertising the Government's Commitment to Employment Fairness:

   . Articles about employment fairness have been published in various departmental newsletters, some of which reach the public. Energy and Mines included employment fairness articles and statistics in its newsletter "Semaphore". Agriculture and Food promoted employment fairness in its newsletter by listing promotional activities, career assignments and job rotations. Employees participating in secondments were profiled in the newsletter, creating awareness that the department had arranged secondments for target group members. SADAC's newsletter "Profile" profiles one staff member in each publication; 50% of those profiled are women. Parks and Renewable Resources (PRR) featured an employment fairness article in an issue of its internal newsletter.

   . Female engineers and women in equipment operator positions in Highways and Transportation were highlighted in the department's newsletter (circulation is approximately 2500).

   . Some publications address issues and programs of interest to target group members and to potential employers of target groups. Some examples are the Women's Secretariat's **Focus** Newsletter, the Disabilities Directorate's program brochure, and the Native Career Development Program's (NCDP) pamphlet and employer kit.

   . Job vacancies are advertised in the **Saskatchewan Careers Bulletin** compiled by the Public Service Commission. The **Bulletin** notes on its front page that braille copies are available from the Regina and Saskatoon offices, the first of its type in North America. Alternate media such as cassettes are accessible to the visually impaired and a telecommunication (TDD) line is available for the hearing and speech impaired.

   . Rural Development published an article for each issue of **Scene and Heard**, Rural Development/Saskatchewan Crop Insurance Corporation's quarterly employee newsletter (circulation is approximately 850). Efforts are currently underway to profile stories on target groups in the department's external newsletter, **Rural Developments**. The committee has suggested that female entrepreneurs and business people/entrepreneurs/farmers, who are of Native ancestry or who have a disability, be profiled on a regular basis. The newsletter has a distribution of 75,000.

   . Signs in provincial parks advertise wheelchair access to facilities. Plans are underway to develop another facility for anglers with disabilities at the Buffalo Pound Provincial Park, in addition to the one at Candle Lake Trout Pond.

2. Including a statement about Employment Fairness in Job Advertisements:

   . The **Saskatchewan Careers Bulletin** now includes the following statement: "We are committed to employment fairness and encourage applications from persons of Native ancestry; persons with disabilities; and women seeking management and non-traditional roles."

   . Some departments have highlighted their search for qualified target group members. Justice includes the following statement in its advertisements for Corrections Worker positions: "The Department of Justice and the Government of Saskatchewan are committed to employment fairness. We encourage qualified persons of Native ancestry and women to apply". Prior to placing the advertisement in the newspaper, PSC, Gabriel Dumont Institute (GDI) and the Indian and Metis Affairs Secretariat (IMAS) were contacted.

3. Appropriately depicting target group members in published material:

   . A number of departments consciously include references to, and depict target group members in, their publications. Care is taken to ensure that members of target groups are depicted in a non-stereotypical fashion. New publications are reviewed to ensure a balanced representation of target group members in the workplace. Examples include:

      - HRLE and Women's Secretariat publications depict target group members positively or are directed to specific target groups: "Opportunities '90", "Forum 90" Newsletter, "Beginning a Career", "Job Search Handbook", "Focus","Minimum Employment Standards" and "Wages and Working Conditions". The Occupational Health and Safety "Work Safe" video depicts women and persons of Native ancestry in a positive fashion.

      - IMAS updated its NCDP brochure, and uses a video to promote persons of Native ancestry.

      - Health ensures that its public information/public communication campaigns, including pamphlets, television and print advertisements, depict target group members positively, as in the **Everyone Wins** campaign.

   . Any materials purchased by SADAC are screened for positive target group depictions.

4. Ensuring the absence of systemic barriers in job advertisements:

   . Departmental Human Resource Branches and the PSC's staffing consultants continuously monitor all job descriptions and advertisements to ensure the absence of systemic barriers. They ensure that the advertisements are gender neutral in images and language, depict target group members in a positive fashion, and are free from overtones of sexism and racism.

5. Placing job advertisements in appropriate publications:

. Some departments have placed job advertisements in publications to reach the target group readership.

- Education advertised secondment positions for the Northern Division and the Indian and Metis Branch in the **Northerner** in LaRonge as well as in the provincial dailies. In addition, copies of the advertisement were circulated to the Saskatchewan Indian Federated College (SIFC), GDI and Indian and Northern Affairs, Canada.

- Health advertises positions in Northern Saskatchewan newspapers to attract persons of Native ancestry.

**B. Recruitment**

1. Recognizing transferable/equivalent skills and experience:

. Position requirements are stated in terms of knowledge, skill and abilities for that position. Unless required by statute, "equivalent combination of training and experience" is accepted in place of specific credentials.

. Transferable skills, such as those gained in volunteer work, may also be accepted. Equivalent work may be a substitute for formal educational requirements.

- Education recognized transferable skills and modified education/levels of experience to enable target group members to learn "on the job" e.g. a target group member with grade 12 education, who had work experience as a kitchen helper, and has a home computer, was considered for a data-entry position.

. The credentials of academic programs geared to the needs of designated group members are accepted on an equal basis, for example, programs offered by the SIFC and GDI.

. For permanent positions, qualifications of target group members are often reviewed again to ensure all relevant factors have been taken into consideration.

2. Identifying feeder classifications and positions:

. Departments that have specifically identified feeder positions include Agriculture and Food, Agricultural Credit Corporation (ACS), Education, Finance, HRLE, PSC and the Saskatchewan Municipal Board. Agriculture and Food used trainee rates to attract women into the Agrologist I classification. ACS designated 3 administrative officer positions as feeder positions for advancement to Credit Officer and Administrative Co-ordinator positions. Feeder positions in Finance include the junior analyst series and Revenue Officers 1-3.

. Trainee rates are used in some departments to attract more females in non-traditional positions.

3. Identifying positions to be filled by target group members:

   . A number of departments monitor vacancies to identify those which can be filled by target group members, either on a permanent, non-permanent or secondment basis.

      - In several departments, Human Resources Branches encourage managers to consider target group candidates for non-permanent positions. In Agriculture and Food, target group candidates are to be given preference, when recruiting for non-traditional vacancies provided they meet minimum qualifications.

4. Use of entry level (Article 5) positions for target group members:

   · Some departments have been successful in hiring target group members into entry-level positions, by either reclassification or attrition.

5. Inventories of qualified target group members:

   · The Disabilities Directorate maintains an inventory of candidates with disabilities for access by departments. Voluntary agencies, including the Voice of the Handicapped, Canadian Paraplegic Association, Employment Access, Mental Health Association, Canadian National Institute for the Blind, and the Saskatchewan Community Living Association are invited to forward resumes of persons seeking employment. These names are retained on an inventory which is updated regularly by the Directorate. The PSC has access to the inventory when reviewing vacancies identified by departments for target group members.

   · The NCDP of IMAS maintains an inventory of candidates of Native ancestry for access by the PSC, Crown Corporations and private sector employers.

   · The PSC's Career Profile directory maintains an inventory of women in management.

   · The tracking system developed by the Non-Permanent Resourcing Unit of the PSC ensures that target group members in the inventory are considered for non-permanent positions.

   · The Workforce Survey included a section in which target group employees could indicate if they wished to take advantage of opportunities that may be available through an Employment Fairness Plan. The names of those who answered in the affirmative are forwarded to department Employment Fairness Co-ordinators annually for their information and action.

6. Active searches for target group candidates:

   · The NCDP and the Disabilities Directorate contact external agencies and organizations for referrals of qualified candidates to match specific vacant positions.

- Some departments have also established contacts with external organizations including: SIFC, Native Employment Centre of Canada, GDI, South East Regional College, Employment Access, Riel Native Employment Centre Incorporated, Saskatchewan Abilities Council and Bridging Program for Women.

- Some departments have experienced success by contacting target group members directly and encouraging them to apply for vacant positions.

- Two special recruitment videos, which include employees of Native ancestry, have been produced by the Northern Health Services Branch in Health.

- Health attempted to recruit graduates from the Indian Diploma Nursing program.

- Some departments participated in career fairs around the province to solicit interest in non-traditional careers and to attract target group members:

  - Health attended career fairs at Saskatchewan Institute of Applied Science and Technology (SIAST), University of Saskatchewan and the La Ronge high school. Health recruitment staff also made a recruitment trip to the Indian Diploma Nursing Program at North Battleford. The department also produced information sheets on a variety of health careers for use at Career Fairs. Some of the sheets depicted persons of Native ancestry as health professionals.

- Parks and Renewable Resources had representation on the Advisory Committee of Woodland Campus, SIAST, which offers the Resource Officer Trainee Program. Nineteen were recruited from the Prince Albert and Buffalo Narrows campuses.

7. Meetings with organizations representing target groups:

   - Disabilities Directorate and the Provincial Employment Fairness Co-ordinator keep in contact with voluntary groups on an informal basis to accept referrals and to discuss the qualifications of potential applicants to add to the inventory.

   - Discussions have taken place with voluntary groups in developing a strategy for the inclusion of persons with mental disabilities in the disability target group.

   - Voluntary groups who do employment counselling with clients with disabilities have been consulted on revising the Workforce Survey.

8. Use of training programs when hiring qualifiable target group members:

   - Agriculture and Food employed one woman of Native ancestry from the Riel Training Centre in a casual position.

   - Education provided a 3-week work placement for a Vocational Rehabilitation for Disabled Persons Program candidate and work placement opportunities through special needs programs from schools or SIAST. Last year, 5 opportunities were provided, including 2 who were hired into short-term non-permanent placements.

. Justice and the Office of the Ombudsman provided practicum placements for target group members from the University, SIAST, GDI and the Bridging Program.

. The Communications Branch of Rural Development provided 2 work training opportunities for women of Native ancestry referred by the Riel Training Centre. One was subsequently offered a casual position with Agriculture and Food. The Drafting Branch of Rural Development also provided a work training opportunity for a person of Native ancestry.

. Health advertised job opportunities for co-op students at SIFC through the PSC, and provided work placements for 2 SIFC students.

. Rural Development participated in the "Young Public Servant for a Day Program" and hosted a female interested in non-traditional occupations. A female high school graduate has received a work scholarship of summer employment in Education for 4 years to assist her with an engineering degree.

9. Alternative hiring practices:

· Mechanisms used during the year to appoint target group members include:

- Competitions for permanent positions.

- Other appointments of a permanent or non-permanent nature, which include transfers within/between departments and promotions within/between departments, any of which may involve either a permanent move, as well as appointments to temporary, part-time and casual positions.

- Assignment of new higher level duties on a permanent basis, followed by an upward reclassification.

· Several departments hired summer students and co-op students from the University of Regina and SIAST who are target group members. Students are recruited from the Native Co-op program established at the University of Regina. A number of female summer students were hired into non-traditional positions.

10. Non-article 5 SGEU Positions

. In the approved SGEU/government plan, provision has been made for the employer to designate "X" positions annually for the purpose of increasing the representation of target group members. The following criteria apply when designating these positions:

- This designation of positions not currently covered by Article 5 (Part 1) and Article 3.1.1 (Part 6) must be mutually agreed upon by both parties in accordance with Article 5 (Part 1) and Article 3.1.1 (Part 6).

- Positions so designated shall be new or unencumbered (vacant) positions. This means the employer agrees that no employee, whether permanent or non-permanent, will be displaced in order to comply with this process.

- Designation means a preference may be expressed for a particular target group and, in the first instance, only applications from members of that target group need be considered.

- Employees who are on a long term disability plan and who have a physical disability as defined in Section 51 (c) will qualify as members of the target group - persons with disabilities, for employment fairness purposes. Filling positions designated for persons with disabilities will be done in accordance with Letter of Understanding 157.

. The Joint Committee developed two forms to be completed by departments when requesting approval for staffing a Non-article 5 position. One form pertains to regular SGEU in-scope positions and the other to SGEU Labour Service. The forms, along with information regarding the procedure for staffing, were forwarded to human resources personnel in all departments in January 1991. Copies of the forms are included as Appendix I.

. In June 1990, five government departments indicated they were anticipating filling 32 positions in 1990/91 under this provision. SGEU gave approval in principle to the 32 positions in October 1990; however, each position must be submitted by departments for approval prior to staffing.

. In the 1990/91 fiscal year, none of the 32 positions were put forward for staffing. As a result of departmental amalgamations and downsizing, fewer permanent positions were available for staffing during the latter half of the fiscal year. Since October 1990, only 58 positions were staffed across the government of Saskatchewan.

Table 14 presents the recruitment statistics for all departments, including permanent and non-permanent appointments. As previously noted, our achievements far exceeded our goals. However, we recognize that most of the achievements for women in non-traditional positions and persons in Native ancestry occurred as non-permanent appointments and that it would be desirable to increase the number of target group members in permanent positions.

## Table 14

## Permanent/Non-permanent Appointments

| | Women 1-6 | Women 7-12 | Women Non-Trad | Persons of Native Ancestry | Persons with Disabilities |
|---|---|---|---|---|---|
| **Permanent Appointments** | | | | | |
| Reg. 7.23 (out-of-scope) | 2 | 0 | 0 | 1 | 0 |
| Transfers from other departments | 15 | 13 | 2 | 6 | 2 |
| Promotions from other departments | 5 | 2 | 0 | 0 | 0 |
| Transfers within department | 9 | 4 | 0 | 0 | 0 |
| Promotions within departments | 13 | 4 | 4 | 2 | 0 |
| Upward reclass based on new duty assignments | 28 | 16 | 5 | 1 | 4 |
| Competition | 26 | 3 | 29 | 6 | 8 |
| Secondments | 23 | 10 | 5 | 2 | 3 |
| Other | 1 | 0 | 1 | 12 | 3 |
| **Non-permanent Appointments** | | | | | |
| Temporary | 7 | 1 | 69 | 23 | 7 |
| Part-time | 2 | 0 | 54 | 25 | 4 |
| Casual | 3 | 1 | 54 | 33 | 5 |
| **Total** | 134 | 54 | 223 | 111 | 36 |

11. Self-identification on employment application:

    - The regular and summer employment application forms used by the PSC include a section where target group members can voluntarily identify themselves. Both application forms have been reviewed and approved by the SHRC.

12. Tracking target group applicants:

    - The PSC and departments do not currently track target group candidates in competitions to determine their success rate.

13. Monitoring turnover rates of target group employees:

    - The automated Human Resource Information System does not currently provide turnover rates of target group employees.

14. Supplementary Information Form: Clerical Examinations

    - The provincial government held an exemption order from the SHRC which permitted the use of a supplementary information form to collect demographic data from applicants writing the PSC clerical examination. This form was compiled on a voluntary basis and captured information related to an applicant's age, sex, education, past experience, aboriginal ancestry and identification of physical disabilities. This information is to be used to assess whether the clerical examination is discriminatory against any groups of applicants.

    - PSC requested an extension to the exemption order annually. At the same time, it provided updated statistics on the clerical examination to the SHRC on March 1 of each year.

    - In March 1989, instead of extending the order annually, the SHRC proposed that the review be incorporated into the government's employment fairness plan as a special measure undertaken by the government.

    - Accordingly, after consultation with the PSC, SHRC and HRLE, the exemption order was cancelled in September 1989 and the following statement was added as a special measure to the out-of-scope plan:

      "The Public Service Commission collects data on applicants writing the public service clerical examination. The data are supplied voluntarily and include information on the applicant's age, sex, aboriginal ancestry and physical disability. This information is to be used to assess whether the clerical examination is discriminatory against any group of applicants."

      A report of the data collected is included in this annual monitoring report. The following table presents the data collected in 1990 and the cumulative data for the years 1985-90.

## Table 15

## Public Service Exam

## Supplementary Information

| | | 1990 | 1985-90 |
|---|---|---|---|
| **Sex** | | | |
| | Male | 21 (6.3%) | 57 (3.2%) |
| | Female | 314 (93.7%) | 1724 (96.8%) |
| | Total | 335 | 1781 |
| **Education** | | | |
| Academic: | Grade 10 or less | 11 | 52 |
| | Grade 11 | 23 | 122 |
| | Grade 12 | 251 | 1339 |
| Commercial: | Grade 10 or less | 2 | 7 |
| | Grade 11 | 1 | 24 |
| | Grade 12 | 25 | 119 |
| Business College | | 154 | 810 |
| Community College | | 53 | 216 |
| University | | 63 | 341 |
| **Office Experience** | | | |
| Less than 6 months | | 7 | 93 |
| 7 -12 months | | 24 | 169 |
| 13-24 months | | 45 | 250 |
| 25-36 months | | 40 | 190 |
| 37 months + | | 214 | 1074 |
| **Are you of Native Ancestry?** | | | |
| | Yes | 25 (7.5%) | 76 (4.3%) |
| | No | 310 (92.5%) | 1705 (95.7%) |
| **Do you have a Physical Disability?** | | | |
| | Yes | 12 (3.6%) | 61 (3.4%) |
| | No | 323 (96.4%) | 1720 (96.6%) |
| | Mobility | 2 | 10 |
| | Visual | 5 | 22 |
| | Hearing | 2 | 14 |
| | Other | 3 | 11 |
| **Age** | | | |
| | 18-24 years | 74 | 417* |
| | 25-29 years | 65 | 323 |
| | 30-39 years | 120 | 473 |
| | 40-49 years | 58 | 255 |
| | 50 + years | 18 | 83 |

* For years 1986-89 only, 1985 not available.

Note: Numbers may not add, as respondents did not answer all questions.

The information obtained during past years has been insufficient because of the limited sample. As a result, valid and reliable conclusions cannot be drawn.

## C. Developmental Opportunities

1. Staff Development Programs:

- A wide range of staff development opportunities is available to public service and labour service employees at all levels to upgrade their skills and to assist them in performing effectively in their present and future positions.

  - Managers are encouraged to give priority consideration to target group employees for training opportunities in seminars and workshops.

  - In some departments, memoranda are circulated within the department to inform staff and congratulate employees graduating from the programs.

  - Rural Development has also catalogued the career goals of target group members who indicated they wished to participate in employment fairness opportunities. The catalogue contains data regarding the employee's short and long range goals, special interests, career history, desired secondments, job enrichment areas and other information.

  - ACS has identified a training path for those interested in pursuing a career in lending.

  - PRR has revised its policy and procedures relating to training, development and staffing to incorporate employment fairness initiatives.

Some specific programs offered through the PSC are:

(i) Administrative Development Program:

- This program enables employees in senior clerical, secretarial and administrative support positions to enhance their knowledge and skills through selected formal university classes. Its goals are to :

  - improve management skills;
  - develop problem-solving and decision-making skills;
  - develop skills in providing high quality client service.

- Candidates attend regular university credit courses offered by the University of Regina or University of Saskatchewan. Tuition and textbook costs are paid by the PSC. Participants are eligible for one-half day per week of education leave at full salary for class attendance or study and research.

(ii) Middle Management Program:

- This program is designed to recognize and enhance the development of managers and professionals at levels 6 to 9, and women level 5 and above. Its goals are to:

  - develop financial management skills for improving their handling of fiscal responsibilities;
  - enhance decision-making, marketing and communications skills for higher quality client service and program delivery;
  - acquire computer skills for maximizing workplace efficiencies.

(iii) Senior Management Development Program:

- This program is intended for high potential employees, levels 6 to 9, who have demonstrated a capacity for advancement and a desire to enhance their careers in the Saskatchewan government. Participants spend two to three working days per month participating in activities over a two to three year period. The goals are to:

  - develop knowledge, skills and experience relative to the environment and responsibilities of senior managers in the public service;
  - acquire skills to manage effectively and provide sound leadership.

(iv) Supervisor's Certificate Program:

- This is a one year program for managerial and professional levels 1-3, and management support group supervisors. It is intended for new supervisors, who have had no formal skill development in supervision and leadership. The program:

  - provides an orientation to supervision in the government;
  - offers sessions on leadership and the performance management program.

(v) Professional and Technical Development Program:

- This program evolved from the Equity Development Program and the Management Training Program. This is a two-year program intended for employees who are involved in program development and delivery in M and P levels 1 to 5, and equivalent in-scope positions. Its goals are to:

  - increase knowledge of government priorities;
  - cultivate skills in the development, implementation and evaluation of programs;
  - practice innovative ways to achieve goals when working as part of a team.

(vi) Other Development Programs:

. Other development programs include PSC Courses, department technical training, seminars or conferences sponsored by outside agencies, internal seminars, and out of province conferences and meetings. For example, Finance sponsored a woman in management in the CICA Tax Course, a 2 year income tax program.

· The following table presents the number of target group members who have taken advantage of various developmental opportunities.

**Table 16**

**Learning Opportunities**

| | Women 1-6 | Women 7-12 | Women Trad. | Women Non-Trad. | Persons of Native Ancestry | Persons with Disabilities |
|---|---|---|---|---|---|---|
| Administration Development Program | 7 | 3 | 37 | 0 | 1 | 2 |
| Middle Management Development Program | 28 | 9 | 1 | 3 | 1 | 1 |
| Senior Management Development Program | 2 | 6 | 3 | 0 | 1 | 0 |
| Supervisor's Certificate Program | 7 | 4 | 98 | 3 | 6 | 1 |
| Professional & Technical Development Program | 5 | 0 | 1 | 4 | 0 | 0 |
| Seminars, workshops | | | | | | |
| PSC | 190 | 138 | 340 | 43 | 30 | 23 |
| External to dept | 55 | 32 | 462 | 22 | 37 | 21 |
| Internal to dept | 125 | 12 | 587 | 54 | 50 | 22 |
| TOTAL | 419 | 204 | 1529 | 129 | 126 | 70 |

2. Developmental Assignments:

- Many departments encourage and support current target group employees who may be interested in career assignments, job rotations and other mechanisms in order to gain a different kind of work experience, develop new technical and management skills, or broaden existing skills. In many departments, potential candidates are encouraged to take university classes and developmental courses which would prepare them for managerial and other non-traditional positions.

  - In Highways and Transportation, a female engineer is the department's representative on the Advisory Committee for Civil Engineering Technology Program at SIAST. In Highways and Transportation, the Clear Language Program is chaired by woman from a traditional employment area.

- Table 17 provides data on developmental assignments.

**Table 17**

**Temporary Assignments**

| | Women 1-6 | Women 7-12 | Women Trad. | Women Non-Trad. | Persons of Native Ancestry | Persons with Disabilities |
|---|---|---|---|---|---|---|
| Temporary Performance of Higher Duties | 19 | 14 | 163 | 13 | 8 | 1 |
| Secondment | 6 | 5 | 16 | 3 | 1 | 2 |
| Developmental Assignment | 2 | 3 | 8 | 0 | 2 | 0 |
| Temporary Reclassification | 17 | 14 | 28 | 3 | 0 | 1 |
| Special Project | 2 | 0 | 7 | 0 | 0 | 1 |
| TOTAL | 46 | 36 | 222 | 19 | 11 | 5 |

3. Educational and Other Support Initiatives:

- Departments continue to make available job-sharing, career leaves and variable hours of work arrangements.

- Departments consider the current and career needs of target group employees when granting educational leaves and tuition and book reimbursement to employees.

- Table 18 indicates the number of target group members who have taken advantage of these opportunities.

**Table 18**

**Work Arrangements**

| | Women 1-6 | Women 7-12B | Women Trad. | Women Non-Trad. | Persons of Native Ancestry | Persons with Disabilities |
|---|---|---|---|---|---|---|
| Job Sharing | 0 | 0 | 53 | 4 | 0 | 0 |
| Career Leave | 2 | 0 | 4 | 3 | 2 | 0 |
| Variable Hours of work | 4 | 2 | 39 | 2 | 0 | 1 |
| Education Leave | 0 | 1 | 12 | 1 | 3 | 0 |
| Tuition & Book Reimbursement | 29 | 4 | 182 | 13 | 3 | 6 |
| TOTAL | 35 | 7 | 290 | 23 | 8 | 7 |

## D. Sexual Harassment

. There is a Sexual Harassment Policy, as well as a Letter of Understanding in the SGEU collective agreement.

. A number of departments circulated information on the policy in their newsletters, included the policy in their Procedures Manual, or posted brochures published by the SHRC and CHRC on office bulletin boards. Economic Diversification and Trade (EDT) attached a note to its bulletin indicating that inquiries are personal and confidential, and should be directed to the Human Resources Branch.

. Information regarding sexual harassment was included as part of the orientation and in-service training in some departments. The Sexual Harassment Policy is part of SADAC's "Code of Ethics", which is distributed to all staff and funded agencies. A human rights seminar, which was conducted by an outside agency and attended by staff from some departments, included the topic of sexual harassment.

. Several departments have indicated they will be arranging seminars on the issue of sexual harassment for their staff, as the result of a presentation by the SHRC on the topic to employment fairness co-ordinators.

## E. Education and Awareness

During 1990/91, departments undertook a variety of initiatives to create awareness about employment fairness among staff and to foster an accepting environment and positive attitudes.

1. Internal Communications:

In some departments, the strategy for implementation of employment fairness is approved by the deputy minister and distributed to branch managers for information and action.

- Agriculture and Food continues to promote employment fairness through its staff meetings and Executive Management meetings.

- A meeting was held with all head office branch managers in Highways and Transportation to highlight employment fairness department initiatives and the development of qualitative and quantitative employment fairness branch goals. Meetings were also held with district managers and administrative officers in all 6 districts to highlight employment fairness initiatives and goals.

- The Deputy Minister of Executive Council has directed that his senior staff be informed of the department's goals, that employment fairness policies be understood and adhered to, and that target groups be given special consideration in hiring.

- Some departments explicitly state that the personal goals and objectives of managers should include employment equity objectives. The PSC had a specific performance objective to assist departmental managers in appointing designated group members into permanent positions.

2. Newsletters and Other Written Communications:

Departments distribute employment fairness information through internal newsletters and other documents.

- Highways and Transportation employment fairness goals were distributed to branch/district managers and executive directors.

- In Health, the department's employment fairness plan was circulated to the Management Council for its information and support. The Disabilities Directorate also addressed the Council on employment of persons with disabilities.

- In PRR, **the Employment Fairness Action Plan** for 1990/91 was produced and distributed to middle and senior managers. Employment fairness issues were also included as agenda items in branch meetings. Employment fairness has been incorporated in the department's 1991/92 Corporate Plan as a key priority.

- Many departments included information on employment fairness in their departmental newsletters. Rural Development's bi-monthly newsletter has an employment fairness column, which is a regular feature. Parks and Renewable Resources published its employment fairness action plan in a booklet for distribution to staff. At HRLE, 2 newsletters entitled "Fair Facts" on employment fairness activities were distributed to employees. The Community Services' summer 1990 issue carried a 2 page article, "Communicating Without Bias", an awareness article on sexist language. In-house publications in Health on Learning Resources and Staff Development Opportunities include depictions of employees with physical disabilities and employees of Native ancestry.

- **Women In Management** newsletters from the University of Western Ontario's National Centre for Management Research and Development are circulated to women in Community Services. Several papers of specific interest to women have been purchased by the department.

- Employment Fairness co-ordinators made the SHRC Newsletters available to other staff.

- PRR produced and distributed an Employment Fairness brochure to assist in creating awareness of the program to current and new employees.

- The "McDonald Quarterly", a newsletter on employment fairness published by Cross Cultural Communications International Inc., has been ordered by Highways and Transportation and will be circulated to managers and Employment Fairness Committee members.

- The Human Resources Branch of Justice publishes a bulletin nine times a year in which relevant news on employee fairness is included. For example, the members of the Employment Fairness Committee were listed, the Y.M.C.A. Mothers at Work Program was advertised and a notice alerting staff to the new hand control device available in C.V.A. vehicles was included.

- The newspaper clipping service in Rural Development has been expanded to include articles on employment fairness for review among staff. Rural Development and Justice have added books on subjects of interest to women and videotapes dealing with the hearing impaired and the subject of prejudice.

3. Presentations:

In many departments, presentations regarding employment fairness were made to management and other employees:

- IMAS has participated at external functions for cultural awareness and aboriginal employment as guest speakers, team leaders and co-ordinators. Other participants were The City of Saskatoon financial institutions, the local cable network, Prince Albert Community Clinic, Saskatchewan Wheat Pool, University of Saskatchewan and the SHRC.

- Several departments held presentations for employees by their employment fairness committees. The Provincial Employment Fairness Co-ordinator made presentations to several departments, including an overview of the government's employment fairness program, current human rights legislation and the role of managers in achieving objectives and goals.

- An employee in Highways and Transportation offered his services as a speaker at department meetings to provide some insight in employing persons with disabilities. He addressed items of specific concern to managers, such as types of accommodation required, sick leave usage and suggestions for assisting employees in working with a person with a physical disability.

- HRLE has instituted a monthly film series for staff which includes films about employment fairness and discrimination in the workplace. The department repeated a seminar, "What does Employment Fairness mean to me?", to enhance awareness among staff regarding employment fairness.

- PRR has implemented a **New Employee Orientation Program**. New employees are briefed on the employment fairness program and provided with the employment fairness brochure as part of their on-the-job orientation. In addition, the department hosts a one-day formal orientation session for new employees on a semi-annual basis. An employment fairness presentation is part of these orientation workshops. The Workforce Survey is distributed, participants are encouraged to complete it and someone is available to answer questions regarding employment fairness.

- A presentation on Highways and Transportation's initiatives on women in engineering was made at the Public Forum on Women in Engineering held in Regina in February. The department's presentation outlined the Partnership in Education Program with Campbell Collegiate in Regina.

- IMAS had an all employee departmental meeting, at which a one hour video about racial discrimination, "A Class Divided", was viewed and discussed. Staff have attended SHRC hearings for employment and education fairness. An "Indian and Native Organizations Directory for Saskatchewan", was developed, printed and distributed with the assistance of GDI.

- PSC staff have attended several informational meetings and sessions sponsored by organizations representing designated group members. These include a "day-away" for Employment Services Division staff which featured a presentation by Donalda Ford of the SHRC, a session on employment equity sponsored by the Saskatoon Personnel Association, and a planning workshop for National Access Awareness Week. PSC staff have made presentations on broad topic areas, including employment fairness concerns, to groups such as the students of the diploma nursing and food services programs at Kelsey Campus in Saskatoon, and pharmacy students at the University of Saskatchewan. Employment Services Division staff also presented information on employment in the public service to participants at sessions organized by the Disabilities Directorate.

- HRLE managers attended a presentation by Dr. John Hylton, Executive Director of Mental Health Saskatchewan, on hiring persons with mental disabilities. HRLE staff attended a presentation on epilepsy by Mitch Griffith, Executive Director of Epilepsy Regina. Sharon Agecotay of Indian Employment Services addressed the Employment Fairness committee on the employment of persons of Native ancestry.

- The Labour Standards Branch of HRLE presented 12 seminars on issues such as maternity leave and equal pay to target group members, for example, to women enrolled in the Bridging program and to the administration of the Battleford and district Indian Bands.

4. Conferences and Seminars:

Staff attended conferences, seminars and training courses on employment fairness and other related issues.

- Staff from several departments attended the "Tapestry of Change" course for clerical/administrative support staff.

- Justice and Social Services, with input from the SHRC, piloted a cross cultural training seminar in Regina and Saskatoon. Cultural awareness is part of the Correctional Worker training program. Resource officers in Parks and Renewable Resources also receive cross-cultural training.

- A conference organized for Highways and Transportation administrative support staff included a presentation by the PSC on career planning, resume preparation and interview skills. Thirty individuals attended. All three presenters were target group members.

- Rural Development and Agriculture and Food attended a seminar titled "Cultural Realities Opportunities and Challenges". The agenda included the video, "Champions of diversity"; Ken Taylor, of Employment and Immigration Canada, spoke on demographics and the face of the future workforce; and Chris Everett of Prairie Surveys and GeoData Systems Limited spoke on hiring and promoting target group members in the private sector.

- A video on "A Class Divided" was presented to Education staff during International Day Against Racism.

- Energy and Mines sponsored the "Prospector's School", a six week course which trained northerners about prospecting and other related exploration techniques, providing them with related job skills.

- Highways and Transportation and HRLE employees attended the Women in Engineering Public Forum. SADAC employees attended a workshop on Women and Chemical Dependency.

- PRR provides cross-cultural training to Resource Officers. Last year, 5 workshops for 100 employees were conducted.

- Rural Development has continued the Women's Forum, which organized monthly noon hour discussions for women in the department, on subjects ranging from income tax preparation to the Super-woman Syndrome. The Forum also sponsored target group members at conferences and seminars.

- Employees of several departments participated in a Multi-culturalism Forum at Fort San in the fall of 1990, as well as the PSC seminar "Cross-Cultural Communication".

- The annual SADAC conference on treatment featured a special session on Native services.

5. External Communication:

Staff from departments participate on boards and in organizations which promote employment fairness initiatives in the community.

- Several women participate as board members of volunteer community organizations, whose specific goals are to provide a supportive environment for personal and professional growth. The organizations are also forums for shared ideas and expertise. One employee developed the concept of a Career Options Awareness Program, whereby female members visit local high school classes to provide role models for female students, and give them new career ideas and encouragement. Co-ordinating this program sometimes requires the employee to take phone calls at the office and co-ordinate school visits when work time permits. The women who serve on boards are sometimes given time off work to attend meetings considered to be professional development opportunities.

- The Indian and Metis education branch of Education participated in a Joint Workshop with the Saskatchewan Teachers' Federation, the Saskatchewan School Trustee's Association and the SHRC. This workshop, which was directed toward those school boards with Education Equity Plans, was attended by approximately 100 people. A policy is being developed to handle racist incidents, and plans are underway to develop a handbook on this topic for distribution to school divisions.

- Approval has been received from the SHRC by the Indian and Metis Education Branch of Education to conduct employment fairness initiatives in the following programs:

  - The Indian and Metis Development Program
  - The Community Schools Program
  - The Joe Duquette High School

- Two departmental in-service consultants in the Indian and Metis Staff Development Program work with 14 schools and their staff on identified needs. The priority is to improve achievement rates and reduce drop-out rates among Indian and Metis students.

- IMAS employees participate as active members on two boards that work with aboriginal persons: the Saskatchewan Employment Equity Practitioners Association and the Native Advisory Board for SIAST, Kelsey Campus. Other persons of Native ancestry are referred to boards and committees as potential members.

- The Gender Equity Committee of Education has completed the **Gender Equity Policy and Guidelines for Implementation** (attached) which have been distributed to all Directors of Education and chairpersons of school boards. Each school principal will receive a copy of the policy, and each teacher a copy of the policy summary.

- SADAC has a new Community Mobile Treatment Program, which is operated by persons on contract. Seventy-five percent of those on contract are persons of Native ancestry. SADAC continues to provide services through community based non-profit agencies. Two-thirds of these funded agencies are administered by persons of Native ancestry. SADAC is conscious of the needs of addicted clients with physical disabilities. Funds were provided to send a hearing impaired client to a personalized treatment program in the United States, as the services do not exist in Canada.

6. Other:

Other initiatives which foster employment fairness included:

- In Education, all curricula and instructional material continue to be reviewed to ensure non-stereotyping. In-service workshops continue to be held to assist staff in recognizing stereotyped materials.

- The Staff Development Division of PSC has developed several initiatives addressing the issues of multi-culturalism and diversity within the workplace. The Division has introduced a series of videos entitled "Valuing Diversity", which are available to departments. Addressing the issue of multi-culturalism and diversity is part of the Division's strategic plan. As well, one manager is responsible for developing a strategy which would heighten visibility and sensitivity of multi-culturalism and diversity in the design and delivery of staff development programs.

- Departments participated in National Access Awareness Week activities.

- IMAS display role model posters of persons of Native ancestry in the office, and encourage display by other departments. PSC purchased and display artwork done by Native artists in their waiting rooms, open areas and the Executive Management boardroom.

- In Education, the name of Community Education Branch was changed to Indian and Metis Branch to provide a renewed awareness of its existence and mandate.

. IMAS developed its own set of principles of employment fairness:

  - All positions to be staffed will give every consideration to target group members.

  - A continued effort will be made to encourage target group staff to participate in career development through continued short courses, seminars and accredited university classes.

  - IMAS will assure staff are aware of all employment promotional activities.

  - IMAS will continue to target vacated positions as "Native" positions.

  - IMAS will promote secondment and work experience training for target group members so they may compete successfully for higher level positions.

. Education, IMAS, Health, PSC and Social Services participate on the Joint Union/Government Committees on Employment Fairness.

## F. Other Initiatives

1. Support Services:

- Departments continue to provide career counselling services. They also refer target group members to organizations and agencies which provide vocational counselling services or specific employment programs for target group members. The PSC provides immediate career counselling to any potential employee, upon request.

- Many departments encourage and support female employees' attendance at the Women's Noon Hour Luncheon Series, sponsored by the Women's Secretariat. Several departments have representatives on the Planning Committee.

- Bursaries may be provided to target group members through the Student Financial Branch of Education. Health provided bursaries to target group candidates to attend courses in non-traditional careers. Seven women were assisted to attend public health inspector courses, and one woman was granted educational leave and financial assistance to study public health inspection.

- The Disabilities Directorate was requested by one department to assist in accommodating a newly hired employee with a disability.

. Mentor arrangements were made in one department, where "special needs" students were placed on three four-week placements.

2. Other Initiatives:

- Highways and Transportation has decentralized the employment fairness committee to individual branches within divisions. This has resulted in an increased awareness of the program, as well as increased ownership of goals.

. Social Services continues to employ persons with mental disabilities in the laundry section of Valley View Centre on a contractual basis.

3. Provincial Co-ordinator Initiatives:

. HRLE is responsible for administering and monitoring the employment fairness plans on a government-wide basis. Responsibilities include planning and policy development, co-ordination of department initiatives, monitoring and evaluating achievements, and providing support and advisory services.

. The Provincial Employment Fairness Co-ordinator of HRLE co-chairs the Joint Committees with SGEU and CUPE, chairs the Employment Fairness Co-ordinators' Council and the sub-committee on Communications strategy, and is a member of the Employment Fairness Steering Committee. The Co-ordinator is also a member of the Saskatchewan Employment Equity Practitioners' Association.

. During the 1990/91 fiscal year, the Co-ordinator made 9 presentations to departments' employment fairness committees and executive managers, conferences, training courses and seminars.

. Other activities of the Co-ordinator include:

- consultations with voluntary groups and development of the strategy for inclusion of persons with mental disabilities and the revised workplace survey;

- participation in educational seminars on issues such as cultural awareness, accommodation in the workplace, sexual harassment and National Access Awareness Week;

- attendance at SHRC's Education Equity and Employment Equity public hearings, federal-provincial Mental Health Conference, and the Women in Engineering Forum;

- preparation of research papers and policies for implementation, e.g., employer identification, recognition/award system, long-term objectives;

- ongoing collection of statistical data related to quantitative goals;

- compilation of departments' annual report and other required documentation for submission to SHRC.

## G. Difficulties Encountered

- Energy and Mines, Environment and Public Safety, Highways and Transportation, Finance and HRLE indicated difficulties in locating qualified target group members in non-traditional positions requiring engineering, mathematical or scientific backgrounds. Many of their positions require specialized expertise, licenses or certificates.

- Most departments said they experienced difficulty in meeting their goals as a result of budgetary restraint.

- The attrition rate has been lower, resulting in fewer vacancies.

- Central registries for accessing target group members have not been fully utilized.

  - In some instances, contacts with target group members have been unproductive. Some target group members who are contacted are employed and, therefore, not available for short-term assignments.

- Some departments have experienced limited success in having new employees complete the voluntary Workforce Survey.

- Work pressures and time constraints prevent employment fairness co-ordinators and committee members from devoting considerable time to employment fairness activities.

- Lack of resources, for example, videos which reflect the Canadian workforce, limit the amount of education and awareness activities undertaken.

## H. Accommodating Persons With Physical Disabilities

1. Physical Accessibility

. A review of the physical accessibility of government owned and leased buildings was completed and submitted to the SHRC in February, 1990. The SHRC has requested that a report on improvements made and monies expended for capital improvements and accessibility compliance be part of the annual monitoring of the employment fairness plans.

In 1990/91, $92,000 was spent on completed physical accessibility renovations in government owned and leased buildings. Table 19 lists the completed projects and amounts expended.

**Table 19**

**Accessibility Projects Completed 1990/1991**

| | |
|---|---|
| Northlands College, La Ronge | $ 10,000 accessible washroom |
| E.I. Wood Building, Swift Current | 5,000 accessible washroom |
| Circle Eight Building, Saskatoon | 5,000 accessible washroom |
| 4611 Albert Street, Regina | 5,000 accessible washroom |
| Donahue Building, Regina | 5,000 accessible washroom |
| MLT Building, Regina | 45,000 ramp and accessible washroom |
| Botley Building, Regina | 5,000 accessible washroom |
| Kindersley Plaza, Kindersley | 5,000 accessible washroom |
| New Careers (new building) | 5,000 accessible washroom |
| Court House, Victoria Ave., Regina | 12,000 ramp access and widen washroom door |
| **TOTAL** | **$ 92,000** |

Source: Saskatchewan Property Management Corporation, March 1991

. Initiatives relating to physical accessiblity include:

- Departments ensure that all space rented for program delivery and meetings are wheelchair accessible.

- Three departments reviewed the physical barriers in the Walter Scott building. Assistance has been requested for removal of these barriers.

- Justice has suggested that advertisements for jobs, which are located in wheelchair accessible buildings, include a statement to that effect. The department also ensures that new facilities are wheelchair accessible.

- Social Services is developing a policy to ensure that the need for workplace adaptations will not be a barrier to hiring, promotion, retention or transfer of employees with disabilities.

2. Technical Devices and Services:

· Departments continue to provide technical devices, on a permanent loan basis, for use by employees with disabilities. This includes maintenance contracts and repair.

. A PSC employee, noted for his expertise in technical devices for persons with visual impairments, responded again this year to several inquiries regarding specialized equipment selection and use. This typically involves significant effort and time, testing and verifying the suitability of equipment for a particular application. This employee is producing a library of information for employees with visual impairments.

The types of technical devices and services provided by departments include:

Technical Devices:

- RJD Williams School for the Deaf has telewriter, special flashing signal system for telephone and fire alarm system, and closed caption decoders.

- Volume-controlled telephones for hard-of-hearing employees.

- Four evacuation devices (Evacutrac) for individuals incapable of negotiating stairs in event of building evacuation.

- Orthopaedic chair back supports.

- Kurzweil personal reader, duxbury translator, and versabraille and braille embosser.

- Special chairs for those with back injuries.

- Drafting table, special chair and flexible arm copy holder.

- Motorized wheelchair.

- Special attachment to chair to accommodate a back injury.
- Specialized computer and complete package of software and training; for example, track pad keyboard, track ball and data switch for programmer analyst.
- Payment of maintenance contract for a talking terminal.

Services

- Special leave arrangements.
- Payment of attendant fees and mileage to workshops and training sessions.
- Payment of interpreter fees for hearing impaired to attend workshops.
- Payment of maintenance fee for use of braille facilities.
- Employee in wheelchair has been assigned designated employees to assist him should the need arise.
- Parking facilities are underground and/or close to exits.
- Ramps for those using wheelchairs.
- Transfer of an employee to a more suitable position in department.
- Flexibility in the amount of time spent working at the computer to accommodate a back injury.
- Payment of counselling services.
- Relocation of employee with epilepsy to a safer office location.
- Alteration of job duties.

**Regulation 51 f) Committee Structure**

The following employment fairness committees have been established:

Employment Fairness Steering Committee

The Steering Committee met three times during the year. The members are regularly updated concerning employment fairness issues and initiatives. The Committee reviewed the Annual Report to the SHRC, departments' short-term quantitative and qualitative goals, the physical accessibility report on government owned and leased buildings, and policy issues such as the strategy for the inclusion of persons with mental disabilities. At the November meeting, the Chairperson and Assistant Executive Director of the SHRC met with the Committee to discuss employment fairness issues.

Employment Fairness Co-ordinators' Council

Each department is responsible for ensuring that basic employment fairness principles and plans specific to its needs are implemented. Each has an appointed employment fairness co-ordinator and committee, consisting of in- and out-of-scope employees, which monitors and promotes employment fairness. The co-ordinator is the vital link between the department, other departments, the Provincial Co-ordinator, central agencies, committees and other individuals and groups. The departmental committee develops, implements and monitors its department's plan. Each co-ordinator ensures that statistics and information from the department is relayed to HRLE for inclusion in reports required by the SHRC.

The co-ordinators represent their departments on a government-wide Employment Fairness Council. The Council provides the opportunity for information exchange and input into employment fairness matters, and is a formal co-ordinating mechanism for government-wide initiatives. In 1990/91, the Council met three times. In the October meeting, the Council participated in a workshop conducted by the SGEU/Government Joint Committee on the provisions of the approved plan applicable to SGEU positions and employees. In February, members attended a seminar on sexual harassment conducted by the Executive Director of the SHRC.

Department Employment Fairness Committees

Each department has a joint employment fairness committee with representatives from both in-scope and out-of-scope employees. The committee is responsible for developing, implementing and monitoring departmental employment fairness plans.

**Regulation 51 f) Names of Joint Committee per Section 60**

SGEU/government and CUPE/government joint consultation committees are ongoing. Each committee consists of two co-chairpersons and an equal number of union and government representatives.

Joint SGEU/Government Committee

The Joint SGEU/Government Employment Fairness Committee oversees and participates in the conceptualization, development and implementation of the employment fairness plan. As of March 31, 1991, the committee consists of the following members:

| Representing the Government of Saskatchewan: | Representing the Public Service/ Bargaining Unit of the Sask. Government Employees' Union: |
|---|---|
| Lily Tingley, Co-chairperson | Judy McKenzie, Co-chairperson |
| Ken Cameron (replaces Jerry Welsh) | Barbara Dedi |
| Betty Green | Dorian Hassard (replaces Bill Belof) |
| Heather Thurmeier | Lorne Hudye |
| Don Zerr | Sheila Senger |

A Statement of Principles and Terms of Reference were developed by the Committee to guide the development of the joint employment fairness plan.

The Committee is ongoing for purposes of overseeing the implementation of the plan and special measures, monitoring the plan, and further plan development.

In the 1990/91 fiscal year, the Joint Committee met nine times. A major activity of the Committee was to finalize the "Activities Document", which lists the plan provisions, implementation steps for each provision, responsible parties and timelines. Priorities were identified, and sub-committees consisting of joint committee members were formed to address issues.

In October 1990, the Joint Committee conducted a workshop for employment fairness coordinators to inform them of the provisions of the newly approved SGEU/government plan. Small group sessions were used to encourage coordinators to offer ideas on how the plan might be implemented within their departments.

Over the year, the Joint Committee invited voluntary groups and government representatives to make presentations on current employment fairness issues, including Mental Health Saskatchewan and the Saskatchewan Association of Community Living regarding persons with mental disabilities, and the Indian and Metis Affairs Secretariat and Disabilities Directorate regarding inventories.

Table 20 provides a complete list of the meetings held, the participants and the purpose of each meeting.

**Table 20**

**Log of Activities**

**Joint SGEU/Government Committee on Employment Fairness**

| Date | Participants | Purpose |
|---|---|---|
| May 10, 1990 | Joint Committee | Annual Report to SHRC reviewed; revisions to SGEU/government plan discussed. |
| May 29, 1990 | Joint Committee | "Activities Document" revised; preparation for SHRC public hearings. |
| June 20, 1990 | Joint Committee; Co-Chairpersons | SHRC public hearings. |
| June 28, 1990 | Joint Committee | Sub-committees and responsibilities assigned. |
| Aug. 29, 1990 | Joint Committee | "Activities Document" finalized; reports tabled for review at next meeting. |
| Oct. 3, 1990 | EF Co-ordinators' Council Workshop | "Activities Document" discussed with co-ordinators. |
| Oct. 10, 1990 | Joint Committee; Mental Health Sask.; Sask. Association for Comm. Living; Indian & Native Affairs Secretariat | Presentations heard; sub-committee reports reviewed. |
| Dec. 19, 1990 | Joint Committee; Disabilities Dir. | Presentation heard; sub-committee reports reviewed. |
| March 20, 1991 | Joint Committee | Sub-committee reports reviewed. |

The Joint Committee has addressed the following issues:

.Communications policy
.Letters of Understanding (2)
.Employment fairness slogan for job advertisements
.Strategy for the inclusion of persons with mental disabilities
.Leave for union members on Joint Committee
.Non-article 5 positions and labour service employees
.Revised workforce survey
.Educational seminar for employment fairness coordinators

The Joint Committee is continuing to work on the following issues:

.Transferable skills
.Systemic barriers
.Publicity article regarding the plan
.Training modules
.Inventories for each of the target groups
.Support systems and exit interview guide
.Non-article 5 positions
.Ongoing log of activities

Joint CUPE/Government Committee

The Joint CUPE/government consultation committee is ongoing. The committee consists of two co-chairpersons and an equal number of union and government representatives. As of March 31, 1991, the committee members are:

| Representing the Government of Saskatchewan: | Representing CUPE 600: |
|---|---|
| Lily Tingley, Co-chairperson | Bruno Friebe, Co-chairperson |
| Don Gray | Nancy Redekop |
| Donna McCudden | Cheryl Wilson |
| Heather Thurmeier | Sharon Stanicki |

The Letter of Understanding which guides the committee contains the following Terms of Reference:

The functions of the Joint Consultative Committee on Employment Fairness are:

1. Information gathering and sharing.
2. Joint problem solving capacity - identification of problems and the joint development of resolutions for the problems.
3. Monitoring role - monitoring progress and impact of the program's implementation.
4. Ability to make jointly binding decisions in regard to the development and progress of the Employment Fairness Program.

Decisions shall only be binding if a majority of CUPE representatives and a majority of the government representatives are in agreement.

In 1990-91, the Joint Committee met once and the co-chairpersons twice, to discuss employment fairness issues relating to CUPE 600 positions and employees.

Information is shared on an ongoing basis by correspondence, for example, revisions to and approval of the proposed strategy on the inclusion of persons with mental disabilities and the revised Workforce Survey.

**Monitoring Processes and Responsibilities**

This annual report represents an amalgamation of department reports for the fiscal year April 1, 1990 to March 31, 1991.

## ADDENDUM - APPENDIX "E"

## LETTER OF UNDERSTANDING REGARDING AFFIRMATIVE ACTION

This form will be completed and approved by the parties prior to staffing a non Article 5 position for which the department wishes to utilize the Employment F Program via Article 5 of the Collective Bargaining Agreement.

Department:

Branch:

Work Unit:

Classification:

Working Title:

Position Number:

Previous Part 1 incumbent:

Present or previous Part 2, 3, or 4 incumbent:

Specific Target Group(s) desired (in order of priority):

- ☐ Disabled
- ☐ Native
- ☐ Women in Non-Traditional

Names of potential candidates:

Declaration: No employee, whether permanent or non-permanent, will lose employment directly as a result of the department undertaking this initiative.

| | |
|---|---|
| Department Official | Date |
| *S.G.E.U. | Date |
| Public Service Commission | Date |

*FOR DISABLED TARGET GROUP - A COPY OF THIS MEMO SHALL B GIVEN TO A SGEU MEMBER JOINT REHABILITATION COMMITTEE.

NOTE: PLEASE ATTACH TO THE PSC 52 WHEN SUBMITTED FOR STAFFING

## LETTER OF UNDERSTANDING REGARDING AFFIRMATIVE ACTION

## LABOUR SERVICE POSITIONS

Subject to the prior application of Article 3.1.4 of Part 6, this form will be completed and approved by the parties prior to staffing a non-hiring-in level Labour Service position for which the department wishes to utilize the Employment Fairness Program. Notwithstanding the relevant articles in Part 6, with the signing of this form the position identified will be considered exempt from the advertising and selection provisions.

Department:

Branch:

Work Unit/Crew #:

Classification:

Working Title:

Previous incumbent:

Supervisor:

Specific Target Group(s) desired (in order of priority):

- ☐ Disabled
- ☐ Native
- ☐ Women in Non-Traditional

Names of potential candidates:

Declaration: No employee, will lose employment directly as a result of the department undertaking this initiative.

_____ _____

**Department Official Date

_____ _____

*S.G.E.U. Date

_____ _____

Public Service Commission Date

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** NOTE: PLEASE FORWARD TO EMPLOYEE RELATIONS PSC.